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17 October 1967

MEMORANDUM FOR: Director of Training

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FROM : [REDACTED] Room 1 D 1617, Ext. 5941  
SUBJECT : Report of Completion of Vietnam Orientation No. 20,  
9 - 13 October 1967

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1. Basic Data

[REDACTED] including 6 females, completed the 20th running of the Vietnam Orientation, 9-13 October 1967. The course was conducted, as scheduled, at Headquarters in Room 1-E-78 on Monday and Friday and in G-A-13 from Tuesday through Thursday.

2. Changes in Schedule

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The only significant change was the unavoidable absence of [REDACTED] on 9 October; he left at noon on a hurried and brief TDY to Saigon. Neither he nor I could get a replacement, and consequently a large gap--the historical review--was left in our introductory coverage of Vietnam.

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One other change that entailed no loss was the replacement of [REDACTED] who was called out of town, by [REDACTED] his boss. [REDACTED] does an excellent job of explaining the role of an RD case officer in Vietnam, but anyone who has heard [REDACTED] knows that he is a hard act to compete with; Dick is a pudgy character with a ragged cigar, a sprightly, endearing frankness, a colorful albeit rough vocabulary, and a serio comic, undisciplined delivery. What is most important, however, is that he leaves his audience with the good feeling that "this fellow has levelled with us."

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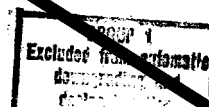
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Two other minor changes saw [REDACTED] and [REDACTED]

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### 3. Item of Interest

After a two months' absence, because of a lengthy TDY in the Far East, [REDACTED] was back on the program. It is time, perhaps, for me to pay a compliment to a division chief. As a speaker for me to schedule, [REDACTED] has given me as little trouble as any and less than most. He has always fulfilled a speaking engagement, he has never sent a substitute, has never come late or shortened a talk because of some "urgent" matter. He certainly has impressed me by what I consider his sense of obligation to the people bound for Saigon. Moreover, his presentation, because of its seriousness and thoroughness, never fails to set an elevated tone at the outset of the Orientation.

### 4. Critiques

I did not ask the students to write critiques this month, because the room in which we were meeting - 1-E-78, one of the theatres--does not offer adequate facilities for writing.

### 5. A Final Note

This is a complaint and a suggestion. It was bad enough to have to shift from 1-E-78 to G-A-13 and then back again, but in addition I myself had to arrange the tables and chairs in G-A-13 twice, the first time on the eve of the class, and the second time the first thing the next morning when I discovered that my previous labors had been undone by some group holding a session after hours.

I realize that some persons take it for granted that OTR instructors are expected to hoist tables, arrange chairs, empty ash trays, and gather up coffee cups as part of the normal preparation for a class. It is a common enough sight in 1-A-07 and 1-A-13 to see such instructors, in shirt sleeves and sweating, thus engaged late on a Friday afternoon or early Monday morning. For myself I have long since sworn off such menial, manual labor and instead regularly call on the Building Service Branch for assistance at Headquarters. On this recent occasion, however, no help could be found, apparently because of the lateness of the hour-- 4:30 P.M. and I therefore did the work myself--but twice!

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I would like to suggest that the arrangement and maintenance of classrooms is a subject that needs some study with a view to relieving the instructor of work that is not properly his.

  
Chief Instructor

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Chief, Orientation and  
Briefing Faculty

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**ATTACHMENTS**

Student Roster  
Schedule

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